





# September 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29  Take advantage of State pricing on computer classes through New Horizons. <a href="#">Learn More</a>	30	31	1 Professional Impact (MTS GI 084)	2   Over 500 courses available 24/7 from your desk!
5  State Holiday	6	7 Advanced Principles of Comm.-Part 1 Authenticity (MTS AU 001)	8 Project Mgmt. Fundamentals (MTS PT 123)  Intro to State Procurement (MTS SP 001)	9 Shaping Effective & Engaged Teams (MTS ET 001)
12	13 Fundamentals of Supervision (MTS NC 151)	14 Procurement Project Mgmt. (MTS PR 301)	15	16 The Servant Leader (MTS SL 001)
19 Diversity Training for Managers (MTS GI 400)	20 Human Relations Skills (MTS SC 203) Day 1	21 Human Relations Skills (MTS SC 203) Day 2	22 New Cohort January 2017 	23 Advanced Principles of Communication Part 2 - Coaching (MTS AU 002)
26    Managing Conflict & Resistance in the Workplace (MTS GI 165)	27 Cultural Competency (MTS CC 001)  Managing Conflict & Resistance in the Workplace (MTS GI 165)	28 Ethics of Leadership & Influence (MTS LI 001)	29 Ethical Issues in Today's Workplace (MTS PT 992)	30 Customer Service (MTS QM 001)
<b>Crucial Conversations®</b> course now available contact Darcy at: <a href="mailto:darcy.doty@iowa.gov">darcy.doty@iowa.gov</a>				